



# CAPITOL ZONING DISTRICT COMMISSION

410 S. BATTERY, LITTLE ROCK, ARKANSAS 72201 TEL: (501) 324-9644 FAX: (501) 324-9631

## APPLICATION FORM

### PROPERTY ADDRESS AND HISTORIC NAME

ADDRESS

HISTORIC NAME

### OWNER

NAME

ADDRESS

CITY, STATE, ZIP

PHONE

FAX

### CONTRACTOR

NAME

ADDRESS

CITY, STATE, ZIP

PHONE

FAX

### ARCHITECT

NAME

ADDRESS

CITY, STATE, ZIP

PHONE

FAX

### PERSON FILING APPLICATION

NAME

ADDRESS

CITY, STATE, ZIP

PHONE

FAX

### SIGNATURE OF OWNER AND APPLICANT

(SIGNATURE CERTIFIES THAT  
ALL ITEMS PRESENTED ON  
THIS APPLICATION ARE TRUE  
AND CORRECT TO THE BEST  
OF THE SIGNATORY'S  
KNOWLEDGE)

OWNER

DATE

APPLICANT

DATE

### DESCRIPTION OF PROPOSED WORK AND/OR USE

(USE BACK OF FORM OR  
ATTACHED SHEETS IF  
NECESSARY)

AN APPLICATION IS NOT COMPLETE UNTIL ALL SUPPORTING DOCUMENTS AND AFFIDAVIT  
OF NOTICE, IF APPLICABLE, HAVE BEEN SUBMITTED TO STAFF.



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## FILING INSTRUCTIONS

### TO GET A PERMIT FOR:

**MAJOR WORK**  
(ALL WORK WHICH  
REQUIRES COMMISSION  
REVIEW)

**MINOR WORK**  
(ALL WORK WHICH  
REQUIRES ONLY STAFF  
REVIEW)

**DEMOLITIONS**

**CONDITIONAL  
USE PERMITS**

**VARIANCES**

**CERTIFICATES OF  
COMPLIANCE/  
SPECIAL OR  
TEMPORARY USE  
PERMITS**

### YOU MUST FILE WITH YOUR APPLICATION:

ONE SCALE COPY AND TWENTY REDUCED COPIES OF PLANS, INCLUDING ELEVATIONS, FLOOR, AND SITE PLANS WHERE APPLICABLE. PLEASE SEE THE ATTACHED "REQUIRED MATERIALS FOR APPLICATIONS REQUIRING DESIGN REVIEW COMMITTEE RECOMMENDATIONS" FOR A COMPLETE LIST OF MATERIALS NEEDED TO COMPLETE YOUR APPLICATION.

ONE SCALE DRAWING OF PLANS FOR PROPOSED WORK, A STATEMENT DETAILING THE WORK PROPOSED, A STATEMENT OF MATERIALS TO BE USED, APPROXIMATE STARTING AND ENDING DATES OF WORK, AND PHOTOGRAPHS SHOWING THE CURRENT STATE OF THE STRUCTURE AND/OR SITE.

CURRENT PHOTOGRAPHS OF THE STRUCTURE PROPOSED TO BE DEMOLISHED, A STATEMENT OF THE COMPARATIVE FINANCIAL COSTS OF DEMOLITION AND REPAIR AND THE REASON FOR THE DEMOLITION, AND, IN THE CASE OF STRUCTURES DETERMINED BY THE STAFF TO BE CONTRIBUTORY TO THE DISTRICT, A STATEMENT FROM A CERTIFIED STRUCTURAL ENGINEER THAT THE STRUCTURE IS FUNDAMENTALLY UNSOUND.

A STATEMENT DETAILING THE PROPOSED USE AND ITS PROJECTED IMPACT ON THE NEIGHBORHOOD, A COPY OF THE DEED OR LEASE FOR THE PROPERTY BEING SO USED, LEGAL PROOF OF AVAILABLE PARKING, WITH PARKING PLAN, AND, IF APPLICABLE, A FLOOR PLAN OF THE PROPOSED BUSINESS.

ON ALL VARIANCE PERMITS THE CZDC STAFF WILL DETAIL FOR THE APPLICANT WHAT MATERIALS MUST BE SUBMITTED AT A MANDATORY PRE-APPLICATION CONFERENCE.

**FOR BUSINESS OR OTHER USE-RELATED PERMITS:** A STATEMENT DETAILING THE PROPOSED USE AND ITS PROJECTED IMPACT ON THE NEIGHBORHOOD, A COPY OF THE DEED OR LEASE FOR THE PROPERTY BEING SO USED, LEGAL PROOF OF AVAILABLE PARKING, WITH PARKING PLAN, AND, IF APPLICABLE, A FLOOR PLAN OF THE PROPOSED BUSINESS.

**FOR SIGNS:** A SCALE DRAWING, AND, IF POSSIBLE, PHOTOGRAPHS OF THE PROPOSED SIGNAGE, A STATEMENT DETAILING SIGNAGE MATERIALS, AND A SITE PLAN AND ELEVATIONS SHOWING SIGN LOCATIONS.

ALL APPLICATIONS WHICH REQUIRE COMMISSION ACTION ARE SUBJECT TO NOTICE REQUIREMENTS. PLEASE CONTACT THE CAPITOL ZONING DISTRICT COMMISSION STAFF TO DETERMINE WHETHER YOU MUST FULFILL THESE REQUIREMENTS. THE FOREGOING STATEMENTS ARE GENERAL REQUIREMENTS FOR APPLICATIONS TO THE CAPITOL ZONING DISTRICT COMMISSION. IN SOME CASES, MORE INFORMATION MAY BE NECESSARY.



# CAPITOL ZONING DISTRICT COMMISSION

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## NOTICE REQUIREMENTS

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AS A PREREQUISITE TO ALL APPLICATIONS WHICH STAFF HAS DETERMINED REQUIRE THE REVIEW AND APPROVAL OF THE CAPITOL ZONING DISTRICT COMMISSION IN A PUBLIC HEARING, NOTICE MUST BE GIVEN IN THE FOLLOWING MANNER:

**COMMERICAL/MULTIFAMILY PROJECTS:** NOTICE MUST BE GIVEN VIA CERTIFIED MAIL TO ALL PROPERTY OWNERS WITHIN 200 FEET OF THE SUBJECT PROPERTY AND VIA A PLACARD PROVIDED BY THE CZDC PLACED IN PUBLIC VIEW AT THE LOCATION FOR WHICH AN APPLICATION HAS BEEN FILED FOR TEN DAYS PRIOR TO THE PUBLIC HEARING ON THE APPLICATION. NAMES AND ADDRESSES OF SUCH PROPERTY OWNERS MUST BE OBTAINED FROM AN ABSTRACT COMPANY.

**SINGLE/ TWO FAMILY PROJECTS :** NOTICE MUST BE GIVEN VIA CERTIFIED MAIL TO THE OCCUPANTS OF ALL PROPERTIES WITHIN 200 FEET OF THE SUBJECT PROPERTY AND VIA A PLACARD PROVIDED BY THE CZDC PLACED IN PUBLIC VIEW AT THE LOCATION FOR WHICH AN APPLICATION HAS BEEN FILED FOR TEN DAYS PRIOR TO THE PUBLIC HEARING ON THE APPLICATION. ADDRESSES OF SUCH PROPERTIES WILL BE PROVIDED TO YOU BY STAFF.

FOR AN APPLICATION TO BE DEEMED COMPLETE, PROOF OF NOTICE, INCLUDING CERTIFIED MAIL RETURN RECEIPTS, A COPY OF THE NOTICE SENT, AND THE FOLLOWING AFFIDAVIT OF NOTICE MUST BE RECEIVED BY THE CZDC STAFF NO LATER THAN THREE BUSINESS DAYS BEFORE THE COMMISSION MEETING AT WHICH THE APPLICATION IS TO BE REVIEWED. WITHOUT THIS PROOF, YOUR APPLICATION WILL NOT BE REVIEWED.

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### AFFIDAVIT

I, THE UNDERSIGNED, DO HEREBY SWEAR OR AFFIRM THAT NOTICE HAS BEEN GIVEN IN THE MANNER PRESCRIBED BY THE CAPITOL ZONING DISTRICT COMMISSION OF THE TIME, DATE, PLACE AND PURPOSE OF THE CAPITOL ZONING DISTRICT COMMISSION PUBLIC HEARING ON MY APPLICATION FOR A  
\_\_\_\_\_ PERMIT .

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE



## CAPITOL ZONING DISTRICT COMMISSION

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# NOTICE OF A PUBLIC HEARING

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TO ALL OWNERS OF LAND LYING WITHIN 200 FEET OF THE  
BOUNDARY OF PROPERTY AT \_\_\_\_\_:

NOTICE HAS HEREBY BEEN GIVEN THAT THE ABOVE PROPERTY HAS  
BEEN FILED BY \_\_\_\_\_ WITH THE CAPITOL ZONING DISTRICT  
COMMISSION TO ALLOW \_\_\_\_\_. A PUBLIC  
HEARING ON THIS APPLICATION WILL BE HELD BY THE CAPITOL ZONING  
DISTRICT COMMISSION AT THE CAPITOL ZONING DISTRICT COMMISSION  
OFFICE, 410 S. BATTERY STREET, LITTLE ROCK, ARKANSAS, AT 5:30 P.M.  
ON \_\_\_\_\_.

ALL INTERESTED CITIZENS MAY APPEAR AND EXPRESS THEIR VIEWS ON  
THIS CASE AT THE ABOVE HEARING. IF YOU WISH TO DISCUSS THIS  
PROPOSAL INFORMALLY WITH THE APPLICANT, YOU ARE ENCOURAGED  
TO ATTEND THE MEETING OF THE \_\_\_\_\_ AREA ADVISORY  
COMMITTEE AT \_\_\_\_\_ P.M. ON \_\_\_\_\_ IN THE CAPITOL ZONING  
DISTRICT COMMISSION OFFICE.

FOR FURTHER INFORMATION, PLEASE CALL THE CAPITOL ZONING  
DISTRICT COMMISSION STAFF AT 324-9644.



# CAPITOL ZONING DISTRICT COMMISSION

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## COMMISSION REVIEW PROCEDURES

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MOST APPLICATIONS FOR CZDC PERMITS CAN BE APPROVED AND ISSUED ON A STAFF LEVEL. HOWEVER, SOME PERMITS, SUCH AS CONDITIONAL USE PERMITS, VARIANCES, AND PERMITS FOR MAJOR MODIFICATIONS TO EXISTING STRUCTURES AND FOR NEW CONSTRUCTION, MUST BE APPROVED BY THE CAPITOL ZONING DISTRICT COMMISSION AT A PUBLIC HEARING. WHEN YOU SUBMIT YOUR APPLICATION, THE CZDC STAFF WILL REVIEW YOUR APPLICATION AND DETERMINE WHETHER OR NOT IT MUST GO THROUGH THE COMMISSION'S PUBLIC HEARING PROCESS.

**IF YOUR APPLICATION MUST BE APPROVED BY THE COMMISSION AT A PUBLIC HEARING, CERTAIN REQUIREMENTS MUST BE MET.**

**\* PUBLIC NOTICE MUST BE GIVEN IN ACCORDANCE WITH THE "NOTICE REQUIREMENTS" SECTION OF THIS APPLICATION PACKET.**

**\* YOUR PROJECT WILL BE REVIEWED BY THE APPROPRIATE COMMISSION ADVISORY COMMITTEES:**

IF YOUR APPLICATION IS FOR A **CERTIFICATE OF APPROPRIATENESS OR DESIGN REVIEW PERMIT**, IT MUST GO BEFORE THE **DESIGN REVIEW COMMITTEE**, WHICH MEETS THE SECOND WEDNESDAY OF THE MONTH AT NOON.

IF YOUR APPLICATION IS FOR A **VARIANCE, CONDITIONAL USE PERMIT, OR OTHER PERMIT**, IT MUST BE REVIEWED BY THE ADVISORY COMMITTEE FOR YOUR AREA.

THE MANSION AREA ADVISORY COMMITTEE MEETS AT 5:30 P.M. THE TUESDAY BEFORE THE COMMISSION'S MEETING. THE CAPITOL AREA ADVISORY COMMITTEE MEETS AT 4:00 P.M. THE WEDNESDAY BEFORE THE COMMISSION'S MEETING. ALL COMMITTEES MEET AT THE COMMISSION OFFICE AT 410 S. BATTERY.

**ONLY AFTER THESE STEPS ARE FULFILLED CAN THE COMMISSION REVIEW YOUR APPLICATION. THE COMMISSION MEETS AT 5:30 P.M. ON THE LAST THURSDAY OF THE MONTH AT THE COMMISSION OFFICE AT 410 S. BATTERY. WE MUST RECEIVE YOUR APPLICATION BY THE FIRST BUSINESS DAY OF THE MONTH IN WHICH YOU WISH YOUR APPLICATION TO APPEAR ON THE COMMISSION'S AGENDA. THEREFORE, WE URGE YOU TO TALK TO THE CZDC STAFF PRIOR TO THE DEADLINE SO THAT WE CAN HELP TO GUIDE YOU THROUGH THIS PROCESS AND ANSWER ANY QUESTIONS THAT YOU MIGHT HAVE.**



# CAPITOL ZONING DISTRICT COMMISSION

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## REQUIRED MATERIALS FOR APPLICATIONS REQUIRING DESIGN REVIEW COMMITTEE RECOMMENDATIONS

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ALL APPLICATIONS SUBMITTED FOR PERMITS REQUIRING A RECOMMENDATION FROM THE DESIGN REVIEW COMMITTEE, WHICH, IN THE OPINION OF THE DESIGN REVIEW COMMITTEE OR THE CAPITOL ZONING DISTRICT COMMISSION STAFF, DO NOT CONTAIN SUFFICIENT INFORMATION SHALL BE RECOMMENDED FOR DEFERRAL TO THE NEXT SCHEDULED DESIGN REVIEW COMMITTEE MEETING, OR UNTIL SUFFICIENT INFORMATION IS PRODUCED. ADDITIONAL WRITTEN OR VISUAL INFORMATION CONCERNING THE PROJECTS IS ENCOURAGED.

### THE FOLLOWING MATERIALS ARE REQUIRED FROM ALL APPLICANTS:

#### 1. PROJECT DESCRIPTION

- A. A NARRATIVE THAT OUTLINES THE PURPOSE AND INTENT OF THE PROJECT, LISTING ALL PRINCIPAL PROJECT ELEMENTS, INCLUDING ALL DEMOLITIONS.
- B. APPROXIMATE DATES ON WHICH CONSTRUCTION WORK WILL BEGIN AND END
- C. PROJECTED RELATIONSHIP OF PROPOSED IMPROVEMENTS TO ADJACENT BUILDINGS AND TOPOGRAPHY
- D. ANTICIPATED IMPACT OF THE PROJECT ON THE NEIGHBORHOOD

#### 2. ARCHITECTURAL DRAWINGS

- A. ELEVATION DRAWINGS FOR ALL NEW FACADES AND ALL EXISTING FACADES AFFECTED BY PROPOSED WORK DRAWN TO SCALE. DRAWINGS SHOULD ADEQUATELY DEPICT:
  - 1. MATERIALS TO BE USED
  - 2. RELEVANT ARCHITECTURAL DETAILS
  - 3. LOCATIONS OF MECHANICAL SYSTEMS AND ROOF PENETRATIONS
- B. WALL SECTIONS AT A MINIMUM OF  $\frac{1}{2}''=1'0''$  SCALE DESCRIBING EXISTING AND PROPOSED MATERIALS, ROOF PROJECTIONS AND SLOPE, FASCIA HEIGHT, OVERHANG DIMENSIONS, FLOOR TO CEILING DIMENSIONS, MINIMUM FLOOR TO GRADE DIMENSIONS AND FOUNDATION DETAILS. THE SIZE AND TYPE OF MOLDINGS TO BE USED MUST BE INCLUDED.
- C. DETAIL DRAWINGS OF SIGNIFICANT DECORATIVE ARCHITECTURAL FEATURES (BRACKETS, DOORS, LINTELS, ETC.) WHICH ARE TOO SMALL TO BE ACCURATELY SHOWN ON OTHER REQUIRED DRAWINGS.
- D. ELEVATIONS AND OTHER DRAWINGS FOR PROPOSED FENCES, WALLS, BERMS OR OTHER SCREENING FEATURES SHOWING LOCATION, HEIGHT, AND PROPOSED MATERIALS.

#### 3. SITE PLANS

- A. A RECENT SURVEY BY A REGISTERED LAND SURVEYOR SHOWING PROPERTY LINES, LOCATIONS OF STREETS AND CURBS, AND LOCATION OF EXISTING STRUCTURES ON THE PROPERTY AFFECTED.
- B. A SITE PLAN INCLUDING THE LOCATIONS AND DIMENSIONS OF PROPERTY LINES, PROPOSED PARKING AREAS, ALL EXISTING STRUCTURES AND PROPOSED IMPROVEMENTS INCLUDING NEW STRUCTURES OR ADDITIONS, DRIVEWAYS, FENCING, LIGHTING, SECURITY GATES, MECHANICAL EQUIPMENT OR DUMPSTERS AND REQUIRED SCREENS, IF ANY, AND ANY AND ALL OTHER PROPOSED IMPROVEMENTS.

#### 4. COLOR SCHEME

- A. PROVIDE SAMPLES AND MANUFACTURERS SPECIFICATIONS, FOR ALL PROPOSED EXTERIOR PERMANENT FINISH MATERIALS (I.E., ROOFING, MASONRY, ETC.).

#### 5. RELATIONSHIP TO ADJACENT PROPERTIES

- A. PROVIDE MODELS, DRAWINGS, SKETCHES AND/OR PHOTOGRAPHS ACCURATELY DETAILING THE RELATIONSHIP OF PROPOSED NEW CONSTRUCTION TO EXISTING STRUCTURES AND ADJACENT PROPERTIES.